

INSTRUCTIONS FOR PULLTAB WORKSHEET

The purpose for this worksheet is to provide your organization with detailed information on pulltab sales and payouts, whether they are sold at bingo sessions, Special Limited Charity Fundraising Events, or at any other time. The worksheet looks quite imposing, but for most of your pulltab deals you will not be completing any more entries than those you normally make. This worksheet is designed to enable your organization to record all the data that is necessary if you pay some deals of pulltabs in other pulltabs, play pulltab deals with non-cash prizes, or play pulltab deals with progressive jackpots.

Line	Instruction
1	Complete all information in this section. If sales take place somewhere other than a bingo session, such as at a festival, etc., state that information at the top of the worksheet. If you need additional space to record pulltab sales use additional worksheets configured like this one. If you use additional sheets of any sort, number each in the style at top right of this worksheet.
2	<p>Enter all of the requested data in the columns marked by letters as follows:</p> <ul style="list-style-type: none"> A. Record the name of each deal of pulltabs played on a separate line. B. Record the serial number for each deal of pulltabs. C. Record the ticket count as shown on the information enclosed with the deal. D. Record the expected cash payouts from the information accompanying the deal. If this is a progressive pulltab game, do not record the amount contributed to the jackpot in this column. Also, if this pulltab deal has a non-cash payout, such as baskets, jackets, sleighs, etc. do not include the cost of these prizes in this column. E. Record the number of pulltabs awarded as prizes for the deal and record the amount these pulltabs would have sold for in Column D as cash payouts. As a result of this entry the cash overage realized from the deal offsets the cash shortage for the deal that provided the pulltabs used as prizes. F. If this is a progressive pulltab game record the amount paid to the Jackpot in this column. G. Record in this column the amount you paid for any non-cash prizes you may have awarded for the pulltab deals you listed. These would be deals with items like baskets, jackets, sleighs, coin boards, etc. as part of their overall prizes. H. This is the amount of cash you expect the listed deals of pulltabs to produce. It is the ticket count (column C), less expected cash payouts shown in (column D). When some of the pulltabs in the deal were awarded as prizes the actual cash from the deal will be less than the profit listed on the information that comes with the deal. Conversely, if the prize from this deal is pulltabs the cash produced will be more than the profit shown on the information that comes with the deal. These differences will offset on the total line, line 4. In addition, the instruction for column D along with this instruction, causes the amount contributed toward a progressive jackpot to be included in expected money available from the deal. I. This is the actual count of how much cash was produced by the pulltab deal. If you do not know how much cash you produce from individual deals, you will record in total on line 4.

	<p>J. This is the amount by which the cash you realized from the deal exceeded or was less than expected. As with actual cash, if you do not know how much cash you actually produced from individual deals, record the total for all deals on the total line, line 4.</p> <p>If more space is necessary to record all pulltab deals played, use extra sheets. These sheets should have all the columns as discussed above and can be additional copies of the Pulltab Worksheet. Number extra sheets in the format of the number at the top right of this worksheet.</p>
3	On this line record cash payouts of progressive jackpots in column D. This amount must equal the total of the Paid Out This Session column in the Progressive Game Reconciliation Section, Section 5.
4	In this area of the worksheet, total all the columns in which you entered numbers in Sections 2 and 3. The total of column C is the amount you should record as gross receipts for the session on Attachment D. The total of column D should be recorded as cash payouts on Attachment D. The total of column G should be recorded as non-cash payouts on Attachment D. If actual profits and overage/(shortage) could not be calculated for each deal, enter total actual profit (count of cash exclusive of start-up cash) for the session and calculate the overage/(shortage) by subtracting total expected profit from actual. Show shortages in parentheses. Record the Overage (Shortage) on Attachment D to the Quarterly report. The totals of the other columns should also be shown in total on this line but are not recorded on Attachment D.
5	This area of the worksheet is an accounting of progressive pulltab games. Complete the information shown in the column headings. The “Amount from Previous Session” must equal the “Amount to Next Session” on the previous session’s worksheet. If the amount paid was paid by check, note this on the worksheet.
6	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.